

Element Performance Inspection (EPI) Data Collection Tool
4.2.10 Aircrew Designated Examiner (ADE) Program (OP)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To provide a sufficient number of qualified individuals to staff the Aircrew Designated Examiner (ADE) Program.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Aircrew Designated Examiner (ADE) Program.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Aircrew Designated Examiner (ADE) Program.

Specific Instructions:

- Aircrew Program Managers (APM) or their designees should accomplish this EPI.

Related EPI(s):

- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.7 Training of Check Airmen and Instructors (OP)
- 4.2.8 Simulators / Training Devices (OP)
- 4.2.9 Outsource Crewmember Training (OP)
- 4.3.2 Appropriate Airmen / Crewmember Checks and Qualifications (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.413(a)(2)
 - 183.1
 - 183.13(b)
 - 183.15(d)

183.15(d)(1)
183.15(d)(2)
183.15(d)(3)
183.15(d)(4)
183.15(d)(5)
183.15(d)(6)
183.17

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8400.10, Volume 5, Chapter 5
FAA Order 8400.10, Volume 5, Chapter 6

EPI SECTION 1 – PERFORMANCE OBSERVABLES

Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Aircrew Designated Examiner (ADE) Program.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the policies, procedures, instructions and information for the Aircrew Designated Examiner (ADE) Program contained in the Certificate Holder's manual.
- 3 Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
- 4 Observe the Aircrew Designated Examiner (ADE) Program to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
- 5 Discuss the Aircrew Designated Examiner (ADE) Program with the personnel (other than management) who perform the duties and responsibilities required by the program.

Questions

To meet this objective, the inspector must answer the following questions:

- 1 Were the following Performance Measures met:
 - 1.1 Did the Certificate Holder have an appropriate number of Aircrew Designated Examiners (ADEs)?

☐ Yes
☐ No, Explain
 - 1.2 Did Certificate Holder's records review indicate that each ADE has performed the appropriate number of certification events within the past 12 months?

☐ Yes
☐ No, Explain
 - 1.3 Did observation of Certificate Holder's ADEs confirm that certification events were conducted in accordance with the Practical Test Standards?

☐ Yes
☐ No, Explain
 - 1.4 Did observation of Certificate Holder's ADEs confirm that certification events were conducted in accordance with the Certificate Holder's procedures?

☐ Yes
☐ No, Explain
- Related Performance JTI's:*
1. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to pilot certificates.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
 2. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to one aircraft type.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
 3. Check at the examiner records repository that an Aircrew Program Designee performs airman certification only for airmen trained under the air carrier's FAA approved training program.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., A.
 4. Check at the examiner records repository that a Designated Flight Engineer Examiner only performs airman certification for airmen trained under the air carrier's FAA approved training

<p>program. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., A.</p>	
<p>1.5 Did records review confirm that ADEs did not perform evaluations after the expiration date of their authority?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the examiner records repository that each designated examiner has a Certificate of Authority specifying an expiration date. <i>Sources:</i> 121.135(a)(1); 183.13(b) 2. Check at the examiner records repository that each designated examiner Certificate of Authority has an expiration date one year after the date it was issued. <i>Sources:</i> 121.135(a)(1) 3. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted certification tests after the designation expired. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., A. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.6 Did the Certificate Holder's aircrew designated examiners meet the required standards?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate holds an FAA flight engineer certificate. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. 2. Check at the examiner records repository that each Aircrew Program Designee candidate possess the appropriate type rating. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. 3. Check at the examiner records repository that each Aircrew Program Designee candidate is an FAA-approved simulator proficiency check airman in the type aircraft the examiner is to perform examiner duties. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. 4. Check at the examiner records repository that each Aircrew Program Designee candidate is an FAA approved line check airman—all seats and proficiency check airman—airplane if the candidate is to perform examiner duties in an aircraft. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. 5. Check at the examiner records repository that each Aircrew Program Designee was observed conducting a complete certification at least once within the year preceding renewal of a designation. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 483., C. 6. Check at the examiner records repository that each certification activity conducted by a Designated Flight Engineer Examiner was limited to flight engineer certificates only. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<ol style="list-style-type: none"> 7. Check at the examiner records repository that each certification activity conducted by a Designated Flight Engineer Examiner was limited to one aircraft type. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471. 8. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate holds an FAA flight engineer certificate. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. 9. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate possesses the appropriate class rating. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. 10. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate is an FAA-approved check flight engineer in the type aircraft the examiner is to perform examiner duties. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 473., A. 11. Check at the examiner records repository that each Designated Flight Engineer Examiner was observed conducting a complete certification at least once within the year preceding renewal of a designation. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., C. 12. Check at the examiner records repository that each Aircrew Program Designee is employed by the air carrier. <i>Sources:</i> 8400.10; Volume 5, Chapter 5,; Section 1.; 353., A. 13. Check at the examiner records repository that each Aircrew Program Designee is qualified as a check airmen for that air carrier. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 353., A. 14. Check at the examiner records repository that each Aircrew Program Designee was trained in the Aircrew Designated Examiner program associated with the air carrier's own program of airman qualification using its own flight simulators. <i>Sources:</i> 8400.10; Volume 5, Chapter 5, ; Section 1.; 355., C. (1) 	
<p>1.7 Were the Certificate Holder's aircrew designated examiners properly trained?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in an aircraft has observed an airman certification test in an aircraft. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B. 2. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in a simulator has observed an airman certification test in a simulator. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B. 3. Check at the examiner records repository that each Aircrew Program Designee candidate was observed conducting an oral certification test. 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

	<p><i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>4. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in an aircraft was observed performing a test in an aircraft. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>5. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in a simulator was observed performing a test in a simulator. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>6. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate observed an oral certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>7. Check at the examiner records repository that each Designated Flight Engineer Examiner (aircraft) candidate observed an aircraft certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>8. Check at the examiner records repository that each Designated Flight Engineer Examiner (simulator) candidate observed a simulator certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>9. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate was observed conducting an oral certification test. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>10. Check at the examiner records repository that each Designated Flight Engineer Examiner (aircraft) candidate was observed conducting an airman certification test in an aircraft. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>11. Check at the examiner records repository that each Designated Flight Engineer Examiner (simulator) candidate was observed conducting an airman certification test in a simulator. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., B.</p> <p>12. Check at the examiner records repository that each Designated Flight Engineer Examiner was observed conducting a complete certification at least once within the year preceding renewal of a designation. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., C.</p>	
2	<p>Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the ADE Program followed?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the examiner records repository that no Aircrew Program Designee conducts FAA knowledge tests. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>2. Check at the examiner records repository that no Aircrew Program Designee conducts special medical evaluations. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>3. Check at the examiner records repository that no Aircrew Program Designee conducts tests for waivers. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>4.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

	<p>Check at the examiner records repository that no Aircrew Program Designee conducts competency tests under USC 44709. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>5. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted FAA knowledge tests. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>6. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted special medical evaluations. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>7. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted tests for waivers. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>8. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted competency tests under USC 44709. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)</p> <p>9. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted certification tests after the designation expired. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 475., A.</p> <p>10. Check at the examiner records repository that each designated examiner conducts only those tests indicated on the examiner's Certificate of Authority. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 357., A.</p>	
3	Were the ADE Program controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	<p>Did the records for the ADE Program comply with the instructions provided in the Certificate Holder's manual?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the examiner records repository that each designated examiner has a Certificate of Authority specifying the kinds of designation for which the person is qualified. <i>Sources:</i> 121.135(a)(1); 183.13(b)</p> <p>2. Check at the examiner records repository that no designated examiner conducts tests for a certificate or rating that the designated examiner does not hold. <i>Sources:</i> 8400.10; Volume 5, Chapter 5, ; Section 1.; 357., A.</p> <p>3. Check at the examiner records repository that each designated examiner is issued only one FAA Form 8430-9, "Certificate of Authority." <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 357., D.</p> <p>4. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to pilot certificates. <i>Sources:</i> 8400.10 Volume 5, Chapter 6, Section 3. 471.</p> <p>5. Check at the examiner records repository that each certification activity conducted by an Aircrew Program Designee is limited to one aircraft type.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

- Sources:* 8400.10 Volume 5, Chapter 6, Section 3. 471.
6. Check at the examiner records repository that an Aircrew Program Designee performs airman certification only for airmen trained under the air carrier's FAA approved training program.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., A.
 7. Check at the examiner records repository that no Aircrew Program Designee conducts FAA knowledge tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
 8. Check at the examiner records repository that no Aircrew Program Designee conducts special medical evaluations.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
 9. Check at the examiner records repository that no Aircrew Program Designee conducts tests for waivers.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
 10. Check at the examiner records repository that no Aircrew Program Designee conducts competency tests under USC 44709.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
 11. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate holds an FAA flight engineer certificate.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
 12. Check at the examiner records repository that each designated examiner has a Certificate of Authority specifying an expiration date.
Sources: 121.135(a)(1); 183.13(b)
 13. Check at the examiner records repository that each Aircrew Program Designee candidate possess the appropriate type rating.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
 14. Check at the examiner records repository that each Aircrew Program Designee candidate is an FAA-approved simulator proficiency check airman in the type aircraft the examiner is to perform examiner duties.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
 15. Check at the examiner records repository that each Aircrew Program Designee candidate is an FAA approved line check airman—all seats and proficiency check airman—airplane if the candidate is to perform examiner duties in an aircraft.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
 16. Check at the examiner records repository that each Aircrew Program Designee candidate has observed an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
 17. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in an aircraft has observed an airman certification test in an aircraft.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
 18. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in a simulator has observed an airman certification test in a simulator.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
 19. Check at the examiner records repository that each Aircrew Program Designee candidate was observed conducting an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.

20. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in an aircraft was observed performing a test in an aircraft.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
21. Check at the examiner records repository that each Aircrew Program Designee candidate conducting checks in a simulator was observed performing a test in a simulator.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
22. Check at the examiner records repository that no Designated Flight Engineer Examiner conducted certification tests after such designation expires.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
23. Check at the examiner records repository that each designated examiner has a Certificate of Designation specifying the kinds of designation for which the person is qualified.
Sources: 121.135(a)(1); 183.13(b)
24. Check at the examiner records repository that each Aircrew Program Designee was observed conducting a complete certification at least once within the year preceding renewal of a designation.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 483., C.
25. Check at the examiner records repository that each certification activity conducted by a Designated Flight Engineer Examiner was limited to flight engineer certificates only.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
26. Check at the examiner records repository that each certification activity conducted by a Designated Flight Engineer Examiner was limited to one aircraft type.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471.
27. Check at the examiner records repository that a Designated Flight Engineer Examiner only performs airman certification for airmen trained under the air carrier's FAA approved training program.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., A.
28. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted FAA knowledge tests.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
29. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted special medical evaluations.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
30. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted tests for waivers.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
31. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted competency tests under USC 44709.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 471., B.(2)
32. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate holds an FAA flight engineer certificate.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
33. Check at the examiner records repository that each Designated Flight

- Engineer Examiner candidate possesses the appropriate class rating.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
34. Check at the examiner records repository that each designated examiner Certificate of Authority has an expiration date one year after the date it was issued.
Sources: 121.135(a)(1)
35. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate is an FAA–approved check flight engineer in the type aircraft the examiner is to perform examiner duties.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 473., A.
36. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate observed an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
37. Check at the examiner records repository that each Designated Flight Engineer Examiner (aircraft) candidate observed an aircraft certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
38. Check at the examiner records repository that each Designated Flight Engineer Examiner (simulator) candidate observed a simulator certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
39. Check at the examiner records repository that each Designated Flight Engineer Examiner candidate was observed conducting an oral certification test.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
40. Check at the examiner records repository that each Designated Flight Engineer Examiner (aircraft) candidate was observed conducting an airman certification test in an aircraft.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
41. Check at the examiner records repository that each Designated Flight Engineer Examiner (simulator) candidate was observed conducting an airman certification test in a simulator.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., B.
42. Check at the examiner records repository that no Designated Flight Engineer Examiner has conducted certification tests after the designation expired.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., A.
43. Check at the examiner records repository that each Designated Flight Engineer Examiner was observed conducting a complete certification at least once within the year preceding renewal of a designation.
Sources: 8400.10 Volume 5, Chapter 6, Section 3. 475., C.
44. Check at the examiner records repository that each renewed designated examiner Certificate of Authority has an expiration date one year after the date it is issued.
Sources: 121.135(a)(1)
45. Check at the examiner records repository that each Aircrew Program Designee is employed by the air carrier.
Sources: 8400.10; Volume 5, Chapter 5,; Section 1.; 353., A.
46. Check at the examiner records repository that each Aircrew Program

	<p>Designee is qualified as a check airmen for that air carrier. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 353., A.</p> <p>47. Check at the examiner records repository that each Aircrew Program Designee was trained in the Aircrew Designated Examiner program associated with the air carrier's own program of airman qualification using its own flight simulators. <i>Sources:</i> 8400.10; Volume 5, Chapter 5, ; Section 1.; 355., C. (1)</p> <p>48. Check at the examiner records repository that each designated examiner conducts only those tests indicated on the examiner's Certificate of Authority. <i>Sources:</i> 8400.10 Volume 5, Chapter 5, Section 1. 357., A.</p>	
5	<p>Were the process measurements for the ADE Program effective in identifying problems or potential problems and providing corrective action for them?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	<p>Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu	
1. Personnel.	
2. Tools and Equipment.	
3. Technical Data.	
4. Procedures, policies or instructions or information.	
5. Materials.	
6. Facilities.	
7. Controls.	
8. Process Measures.	
9. Interfaces.	
10. Desired Outcome.	
11. Other.	

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Aircrew Designated Examiner (ADE) Program is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Aircrew Designated Examiner (ADE) Program.
 - 2 Identify the person who has overall authority for the Aircrew Designated Examiner (ADE) Program.
- NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6. Answer questions 2.1 & 2.2, and provide the name/title.
- 3 Review the duties and responsibilities for the person(s) who manage the Aircrew Designated Examiner (ADE) Program documented in the Certificate Holder's manual.
 - 4 Review the appropriate organizational chart.
 - 5 Discuss the Aircrew Designated Examiner (ADE) Program with the management personnel identified in Tasks 1 and 2.
 - 6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Aircrew Designated Examiner (ADE) Program:
 - 2.1 Is there a clearly identified person who is responsible for the quality of the ADE Program?

☐ Yes
☐ No, Explain
 Name/Title:
 - 2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the ADE Program?

☐ Yes
☐ No, Explain
 Name/Title:
 - 2.3 Does the responsible person know that he/she has responsibility for the ADE Program?

☐ Yes
☐ No, Explain
☐ Not Applicable
 - 2.4 Does the person with authority know that he/she has authority for the ADE Program?

☐ Yes
☐ No, Explain
☐ Not Applicable
 - 2.5 Does the person with responsibility for the ADE Program meet the qualification standards?

☐ Yes
☐ No, Explain
☐ Not Applicable

2.6 Does the person with authority to establish and modify the ADE Program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu	
1. Assignment of responsibility.	
2. Assignment of authority.	
3. Does not understand procedures, policies or instructions and information.	
4. Does not understand controls.	
5. Does not understand process measurements.	
6. Does not understand interfaces.	
7. Span of control.	
8. Position vacant.	
9. Other.	